

Personal Assistance Services (PA1)

## **SERVICE CODE REQUIREMENTS:**

### **General Description:**

Personal Assistance services (PA1) refer to the provision of hands on care of both a medical and non-medical supportive nature specific to the needs of a medically stable person who has a surrogate available to direct the care. This service is intended to reinforce an individual's strengths, while substituting or compensating for the absence, loss, diminution, or impairment of physical or cognitive functions. Services will be outlined in the individual support plan and will not duplicate other covered waiver supports. This service may include skilled medical care and health maintenance to the extent permitted by State law and certified by the recipient's physician or health-care professional. Housekeeping, chore services and other reasonable and necessary activities, which are incidental to the performance of the person-based care, may also be furnished as part of this service.

Personal Assistance services (PA1) allows families and other individuals to care for persons with disabilities in natural home settings through the provision of support, supervision and direct-self-care, as well as communications, mobility, social skills development and behavioral management along with other specialized interventions

Personal assistance services are generally provided on a regularly scheduled basis, though they may be offered on an intermittent or as-needed basis and are available to persons who live alone or with roommates or with spouse, children or other family. Services may be provided in the recipient's place of residence or in settings in the community.

PA1 services are available to persons participating in the Self-Administered Services method, only.

### **Population Served:**

The Employee will serve persons currently receiving services from DHS/DSPD with intellectual disabilities and related conditions, and adults age 18 and older with acquired brain injury or physical disabilities, as defined in Utah Administrative Rule R539-1. (<http://rules.utah.gov/publicat/code/r539/r539.htm>).

### **Employer's Qualifications:**

Non-licensed Employers shall be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Sec. 62A-5-103, UCA.

Employers shall be enrolled as an approved Medicaid Provider with the Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Employee. Employees shall also agree to participate in any DHS/DSPD provided Medicaid training.

Employer shall demonstrate knowledge of emergency evacuation procedures for fire and other disasters as well as knowledge of proper nutrition and meal planning.

### **Employee Qualifications:**

Employees shall demonstrate competency (in the services covered by the contract), as determined by the Employer. In addition all applicable education, and training shall be completed before the delivery of any supports to persons and performing any work for persons without supervision.

The Employer shall ensure that Personal Assistance employees are trained in the Staff Training Requirements as outlined in applicable Home and Community Based Waiver, rule, statute, and contract as well as service-specific training.

Employees must pass a BCI background check through the Department of Human Services, Office of Licensing and have a record of the BCI results in the staff record.

<http://rules.utah.gov/publicat/code/r501/r501-14.htm>

Employees providing this service must be at least 16 years of age when serving persons with intellectual disabilities and related conditions and adults over the age of 18 with acquired brain injuries. Employees providing PA1 services to adults with physical disabilities must be at least 18 years of age.

**Service Specific Training Requirements:**

The Employee:

1. Must be capable of physically completing all required tasks; and must,
2. Maintain a sanitary and safe living environment in the person's home.

**Direct Service Requirements:**

B. Health and Safety Requirements

1. Employee shall immediately contact the appropriate medical professional to report the discovery of any prescribed medication error, including actual missed or suspected missed dosage, misadministration of medication, medication administered at the wrong time, or failure to follow laboratory survey schedule, etc.
  - a. Any medication errors that occur shall be documented in the person's file and reported to the Support Coordinator and Employee.

Employee shall notify the Support Coordinator and Representative within 24 hours of the development of any apparent medical need for the person.

**Staff Support:**

PA1 does not include 24-hour direct care staff support. Actual type, frequency and duration of direct care staff support will be defined in the client's ISP/Action Plan based on the client's selected housing arrangement and assessed needs. PA1 is a one-to-one service with an hourly rate. Payments for PA1 services are not made for room and board, the cost of facility maintenance, routine upkeep or improvement. Personal needs costs are covered through personal income such as Social Security and other income (SSA, SSI, employment).

**Rate:**